

MULINDWA MAHAD

OFFICE ASSISTANT



 Male

 2/4/1992

 +971 583005583

 mhadlancen99@gmail.com

 Dubai

SKILLS

- Language

English

- Computer

Word, Excel, Powerpoint

CERTIFICATIONS

2012: ADVANCED LEVEL OF EDUCATION

INTERESTS

Soccer and Music

OBJECTIVE

Systematic Office Assistant with distinguished history of decreasing office costs while increasing functionality. Detail-oriented individual, Consistent and meticulous worker committed to top-notch work.

EDUCATION

- **MASAKA SECONDARY SCHOOL**

Advanced level of education

Feb 2011 - Nov 2012

- - - - 21/25 points

WORK EXPERIENCE

- **E.D DENOVO BAKERY**

Office assistant

2016 - July 2021

Organized files, developed spreadsheets, faxed reports and scanned documents to bolster organizational workflow.

Documented and routed business correspondence to manage office paperwork.

Greeted visitors or callers daily to handle questions or direct to appropriate staff.

- **L.C.5 CHAIRPERSON WAKISO(OFFICE)**

Office assistant

2014 - March 2016

Made orders for new office supplies based on demand and budgetary restraints.

Offered diverse clerical support to office team members, managed correspondence, answered telephone calls and tracked documentation. Maintained business records by updating customer information.